

Identity Preserve Model Overview

Who and what is it for?

This document provides an overview of all key aspects of the Identity Preserve Model (ID Model) to help certificate holders and applicants to understand the steps and their roles and responsibilities.

The ID Model is for certificate holders and applicants to the Chain of Custody who wish to sponsor a one (or more) production facilities who are unable to gain MarinTrust certification independently, these are known as:

CoC Sponsor: refers to the CoC facility that wants to sponsor a marine ingredient producer.

Sponsored production facility: refers to the supplying production facility, which is subcontracted by the CoC sponsor to produce marine ingredient on their behalf, that is sponsored by a CoC sponsor.

Key steps

For full details of the process please refer to [document A7](#). An overview of the key steps of the ID Model Procedure can be found as follows:

Step 1: Application

The first step is to apply to the Programme under the ID model as follows:

- The CoC sponsor will submit the relevant application forms to MarinTrust. This will include the
 - The current MarinTrust application form **the sponsored subcontractor facility:**
 - The current CoC application form if the **CoC sponsor** is a **new applicant**, or the current CoC
- Upon payment of all relevant administration fees, the approved application forms then shared by MarinTrust with the relevant Certification Body (CB)

NOTE: Production facilities may only be sponsored:

- by one CoC sponsor at a time
- for one full certification cycle (3 years)

Step 2: Assessment and audit

For the purposes of the ID model, the following chronology is outlined:

- All fishery and by-product assessments required are conducted before the production facility audit. The facility may then undergo initial MarinTrust audit.
- If the CoC sponsor is:
 - a new applicant the facility will undergo the MarinTrust CoC audit after at least one production facility (if sponsoring multiple¹) has had a successful audit outcome.
 - currently MarinTrust CoC certified facilities will undergo audit in line with the existing audit cycle.

NOTE: All assessment and audit processes are carried out in line with normal due process – please refer to document A3 and A4 for further information.

¹ Where the CoC sponsor is sponsoring more than 1 production facility, the audits of the sponsored and CoC sponsor will be conducted within a maximum of 90 days

Step 3: Certification (upon successful audit)

After successful compliance of the both the sponsor and sponsored, the CB will issue the relevant certification as follows:

- Only the CoC sponsor will receive a MarinTrust certificate.
- The sponsored production facility **will not** receive a MarinTrust certificate. Instead, they will be included in the CoC certificate of the Sponsor.

To maintain certification² as part of the ID Model all participants are required to pass annual surveillance audits.

Step 4: Transferring to independent certification

Once a production facility has been sponsored for one certification cycle (3 years) they must apply for independent certification by submitting the MarinTrust application form at least 6 months prior to the expiry of the certification period.

Sponsored production facilities may want to apply for independent certification before the end of the certification cycle, in this case at least 6 months prior to its next due surveillance audit they must:

- Notify its CoC Sponsor and MarinTrust of its intention
- Submit the MarinTrust application form

And will have the following 2 options:

1. **Immediate transfer:** the sponsored facility will no longer be considered as part of the Identity Preserve Model with immediate effect.
2. **Transition transfer:** sponsored facility will remain part of the Identity Preserve Model until the next due surveillance date.

Key requirements

To take part in the Identity preserve Model participants must meet set requirements outlined in Section 5. An overview of some key requirements can be found as follows:

All participants must:

- ✓ have signed contracts in place and be separate legal entities.
- ✓ undergo, and comply with, all assessment, audit, and audit process requirements of the MarinTrust Programme.
- ✓ sign and comply with relevant [licence agreement and claim policies](#).

The CoC sponsor must:

- ✓ pay all MarinTrust and CB fees associated on behalf of its own facility and production facility it is sponsoring.
- ✓ make sure that the production facility is fully aware and understands the ID model objective, mechanism, and claims under which they will and will not be able to make.
- ✓ Make sure products being received from the sponsored production facility are the approved material under the scope.

Sponsored production facility must:

- ✓ Inform the CoC sponsor immediately where an issue has resulted in noncompliant MarinTrust material being supplied to or on behalf of the sponsor.

² All certificate suspension and withdrawals will be dealt with according to *Section 6.2 of Doc A7 V 2.0*, and *Doc A5*.



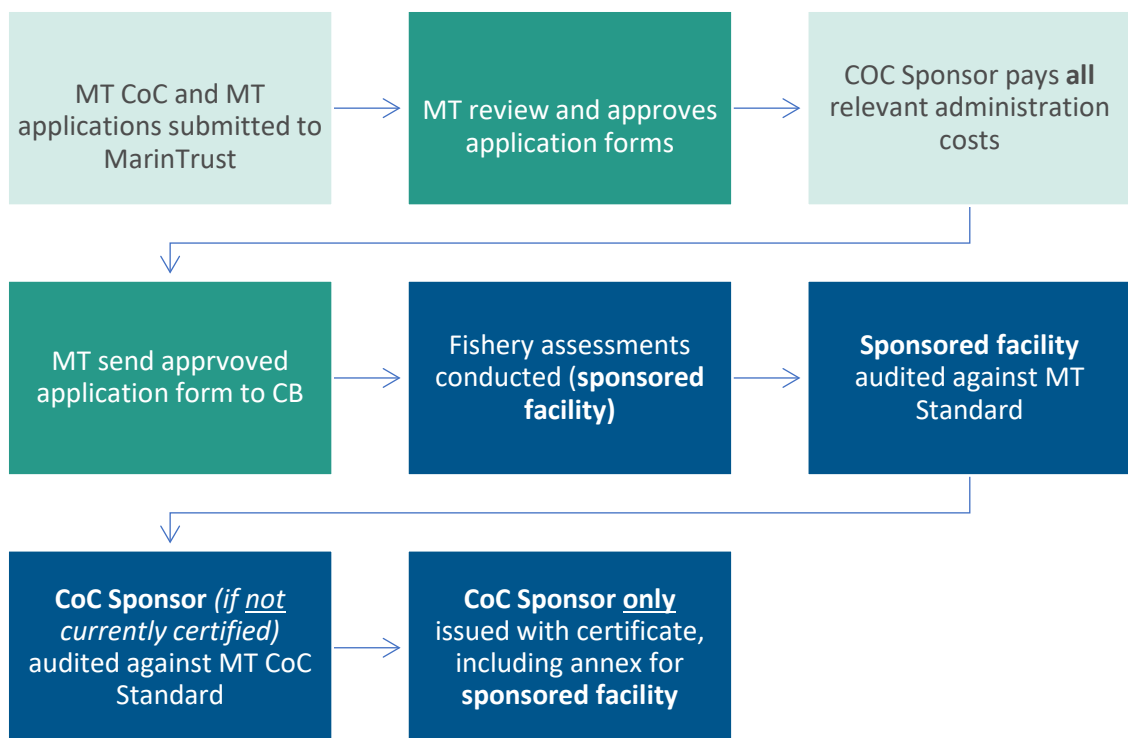
- ✓ Retain all relevant training records and records of all the approved and nonapproved raw material it processes.
- ✓ May **only** sell 'MT certified' product, and make use of the MarinTrust logo/claim, in association with product meant for their CoC sponsor.

Annex 1: Process flows

Simplified process flow and decision mechanism for key processes under the ID model can be found below.

IMPORTANT NOTE: *these are simplified process and decision mechanisms for guidance only. Some elements may vary depending on the complexity or status of participants. For more detailed information please refer to [document A7 – Identity Preserve Model](#).*

Process flow 1 – application, assessment, audit, and certification



Key:
 CB
 MT
 CH

Process flow 2 – Transferring to independent certification

